

Description: An overview of required forms and worksheets for Minnesota Housing Home Improvement Programs. Some forms can be accessed through the Loan Commitment System on the Minnesota Housing website at www.mnhousing.gov or through links provided in this document.

		SECURED LOANS					UNSECURED LOANS		
FORM		Fix Up Secured	Fix Up Secured with ACH incentive	Energy Incentive Secured	Accessibility	Community Fix Up	Fix Up Unsecured	Fix Up Unsecured with ACH incentive	Energy Incentive Unsecured
Required	Assignment of Mortgage MN Dept. of Commerce	•	•	•	•	•			
	Authorization Agreement for ACH incentive loans AmeriNat form		•					•	
	Credit Application or	•	•	•	•	•	•	•	•
	Credit Application Addendum If using industry-standard application	•	•	•	•	•	•	•	•
	Loan Transmittal	•	•	•	•	•	•	•	•
	Secured Note No ACH	•		•	•	•			
	Secured Note with ACH		•						
	Supplemental Application for Energy Incentive loans			•					•
	Temporary Payment Coupon AmeriNat form	•	•	•	•	•	•	•	•
	Underwriting Worksheet may use internal	•	•	•	•	•	•	•	•
	Unsecured Note No ACH						•		•
	Unsecured Note with ACH							•	

Required on some loans	Accessibility Evaluation				•				
	Broker's Price Opinion/Competitive Market Analysis Option to use to determine current market value	•	•	•	•	•			
	Homeowner Labor Agreement If homeowner is doing the work	•	•			•	•	•	

**The Minnesota Home Improvement Loan Programs Forms Guide and Glossary does not contain all information needed to originate loans for sale under Minnesota Housing programs. See the applicable Minnesota Housing Procedural Manual at www.mnhousing.gov for complete information.*

FORM	DESCRIPTION	INSTRUCTIONS FOR USE
Accessibility Evaluation	Documents the accessibility needs of the Borrower(s) for those accessibility improvements that are not outlined in the Procedural Manual	Must be completed and signed by the Borrower(s) or person completing evaluation
Assignment of Mortgage	Form from the Minnesota Department of Commerce. Assigns the mortgage to Minnesota Housing.	See Minnesota Department of Commerce website
Authorization Agreement for ACH incentive loans	Must be completed at closing for the borrower to receive the ACH incentive interest rate. AmeriNat form.	Borrower must complete and sign. Form submitted to AmeriNat.
Broker's Price Opinion/Competitive Market Analysis	Optional template to document current market value of the property	Must be completed by the lender. At least three comparable properties must be included.
Credit Application	Documents borrower information needed for Fix Up loan approval	Must be signed by the Borrower(s)
Credit Application Addendum	Documents additional borrower information that is needed for Fix Up loan approval not collected in an industry-standard application. Only required if using an industry-standard application.	Must be signed by the Borrower(s) and included in the file if using an industry standard application
Homeowner Labor Agreement	Documents the covenants and warranties the Homeowner agrees to if completing the home improvement work. Cannot be used on Energy loans.	Borrower/Homeowner must complete and sign
Loan Transmittal	Details specific documentation/delivery requirements post-closing	Must be completed by the lender
Secured Note No ACH	Written promise to repay the loan	Must be signed by all Borrowers
Secured Note with ACH	Written promise to repay the loan. Contains Default Interest Rate clause.	Must be signed by all Borrowers

Supplemental Application for Energy Incentive loans	Documents the eligibility of energy improvements. Includes a Tennessee Warning for the borrower.	Borrower must read and initial first page. Improvement information to be completed by the contractor.
Temporary Payment Coupon	Coupon for the borrower to make their first loan payment. AmeriNat form.	Lender provides to borrower at closing
Underwriting Worksheet	Documents how underwriting income was determined. Lender may also use their internal underwriting worksheet.	Lender's underwriter completes
Unsecured Note No ACH	Written promise to repay the loan	Must be signed by all Borrowers
Unsecured Note with ACH	Written promise to repay the loan. Contains Default Interest Rate Clause.	Must be signed by all Borrowers